



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF CORRECTION
CORRECTIONAL LEAD COMMISSARY OPERATOR

ANNUAL \$53,483
SALARY: \$69,302

SALARY
GROUP: CO 11

APPLICATION CLOSING
DATE: FEBRUARY 11, 2015

EXAM
NO: 150100APRB

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In a Department of Correction district commissary this class is accountable for acting as a working supervisor for the staff of a functional area of commissary operations. Functional areas are: inventory control, scanning/sales and delivery of inmate orders.

MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF CORRECTION** WHO BY **FEBRUARY 11, 2015** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF CORRECTION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five years of experience in commissary or retail merchandising, wholesale sales or warehouse operations.

SPECIAL EXPERIENCE: One year of the General Experience must have been in commissary or warehouse operations in a correctional setting.

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENTS: (1) Applicants must have reached their 21st birthday. (2) Incumbents in this class are required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment. (3) Incumbents in this class may be required to possess and retain either a current Connecticut Motor Vehicle operator license, a Commercial Drivers license or both.

PHYSICAL REQUIREMENTS: Incumbents in this class must possess general good health, be free from any disease or injury which would impair health and usefulness and retain sufficient strength, stamina, agility and visual and auditory acuity to perform the duties of the class.

WORKING CONDITIONS: Incumbents in this class may be exposed to significant stress of confinement within a dangerous and volatile prison population and to danger of injury from assaultive and/or abusive inmates and disagreeable conditions.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated on the application a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of stock and inventory control methods; considerable knowledge of prison security procedures; basic knowledge of computer systems; considerable interpersonal skills; oral and written communication skills; considerable ability to understand departmental and institutional policies and regulations and apply in a consistent manner; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by February 11, 2015. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by March 26, 2015. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Correction.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

NOTE: Applicants who applied for and passed the most recent examination for Correctional Lead Commissary Operator (examination #140180 promulgated in 2014) do not need to reapply. The lists from examination #140180 and examination #150100 will be consolidated.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.